



Learning Resource Centre – Professional Membership

Objective:

Learning Resource Centre (LRC) at Indian School of Business (ISB) subscribes to a very good collection of resources – especially E-resources which are on par with other global B-schools. There is a high demand for using these resources from academicians, professionals and corporates.

We invite the Faculty Members, Research Scholars and Corporate Executives to take up the **Professional Membership** and use the LRC Resources.

Services:

- Borrowing facility (*only Hyderabad based members would be able to avail the borrowing facility)
- Reference and Information Service.

Professional Membership Fee:

- ₹.15,000/- as One time Security Deposit (refundable)
- ₹.10,000/- as Membership Fee (annual)

Process:

- The form should accompany with reference letter from any faculty/staff member of ISB.
- The Professional membership application form should be get approved by the Associate Director of LRC.
- The filled in *Membership form* along with the *Membership Guidelines* should be submitted to the LRC along with a DD/Cheque payable to Indian School of Business at the address mentioned below:

Dr. S. Venkadesan
Director - Learning Resource Centre
Indian School of Business
Gachibowli
Hyderabad – 500 032

Tel: +91-40-23187999/7963
Fax: +91-40-2300 7023

- Each Professional Member is issued with an Identity card. Member should carry the Professional identity card at the time of visit to the LRC.

- We would intimate you one month in advance regarding the renewal of Membership. The Annual Membership charges are subject to change as per the changes in the policy.

Circulation Policy:

- The member can access the Online Public Access catalog [OPAC] through the library page from www.isb.edu site. ID and password would also be given to the professional member to access their [account](#) information.
- Each Professional member is allowed to borrow a maximum of two books at a time.
- The period for issue would be for 3 weeks. Renewal will be accepted twice for each item.
- No Academic Journal / Magazine / reference book would be issued out.
- An overdue fine of ₹.25/- per day per document would be charged.
- A reminder would be sent to the e-mail id (mentioned in the Membership form) a day prior to the due date of the book.
- Also please ensure to check the due date slip back of the book and for the due stamp before you check-out the Circulation desk.
- In case of loss / damage of books, the member should replace the book within one month of Notice from LRC.
- If the member fails to replace the book within the stipulated time, the LRC would initiate the purchase and Professional Member would be charged the actual cost of the resource plus 20% the additional charge towards the replacement fee, failing which, the amount would be adjusted against the Security Deposit.
- The membership card shouldn't be misused for any other purposes at campus. In case of loss of the Membership card, ₹.100/- would be charged towards issuing a new card.
- The membership is non-transferable. Only the designated people can make use the Membership card.
- The rules and regulations are subject to change as per the changes in LRC policy.
- The Associate Director - Learning Resource Centre has the right to cancel the LRC membership of any Member if found, violating the rules and regulations, continuously.

Reference and Information Services Policy:

- Member can post their reference queries at lrc_isb@isb.edu the request would be attended within 2 working days.
- The LRC strictly follows the Copyright Laws and members are expected to abide by it. The Copyright guidelines are available at LRC for reference.
- Resources have to be browsed only within the Computer Lab.
- No soft copies are allowed to download or sent as an attachment through mails while using the resources at the ISB.
- The printing/photocopying charges would be charged at ₹.2 /- per A4 sheet.
- Printing/photocopying charges should be paid at the Circulation counter showing all the printouts.
- The receipt for the payment would be issued from the counter.
- Any reference query on company profiles, market intelligence and Industry trends, data and analyst reports from various sources will be charged @ ₹.2 /- per A4 sheet or ₹.1,000/- per query (whichever is highest) + Courier and handling charges as mentioned above.
- No complete book / journal would be allowed for photocopy.
- No soft copy in terms of data / information would be provided.
- Courier Service Charges:

Courier + Handling charges:

Within India

₹.100/- Courier charges (Less than 100 pages) and

₹.300/- (for more than 100 pages) within India

Overseas

₹.500/- for Overseas Couriers (Less than 100 pages) and

₹.1000/- (for more than 100 pages).

Contact details:

You can reach any of our staff for any specific reference query; we would help you in addressing your queries at our earliest. You can reach us at +91-40-23187999/7963 or by email lrc_isb@isb.edu

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